# Requests for Payment-Administration - Instructions

This set of instructions applies to requesting payment for Administrative Costs. There are separate instructions for requesting payments for costs tied directly to specific project implementation (including project delivery) for Gustav/Ike projects.

Funds for incurred costs of approved CDBG disaster activities should be requested as close to the time of disbursement as is possible.

## General Procedures

Submit all requests for payment of CDBG disaster funds on the appropriate form provided. Grantees need only fill in information in the provided form cells with a light yellow background. Light blue and light green cells in the form are for LRA/OCD-DRU entry and automatic calculations.

## Request for Payment Form Completion

The following outlines the method for submitting the Request for Payment Form for administrative costs.

*Header*

The top portion of the Request for Payment form should be completed with the appropriate identifying information:

❑ Grantee – Please include appropriate name of contact entity responsible for requesting funds. (i.e. the parish).

❑ Contact – Member of grantee staff to be contacted in case of billing questions.

❑ Address – Grantee Address.

❑ Parish Project Administrator. For administration, this may be different from the grantee contact person

❑ DRU Advisor – OCD-DRU/LRA Program Manager. This is the person to whom requests for payments should be directed. This field lists the appropriate DRU Advisor with their email. However, mailing contact can be found below. It has been determined that scanned PDF versions of requests for payment can be accepted as long as the scan has been signed by the appropriate parish authorized persons.

❑ Date of Request – Date Request is made, i.e. 9/8/2009.

❑ Dates of Service – Please enter the beginning and ending dates of the range in which service for this request for payment is requested.

- ❑ Parish # – Geographical area of service to be chosen from a drop-down box on the attached form.  This will be previously filled out of OCD-DRU/LRA staff.

- ❑ Project Type – In the case of administrative costs, the project type will be assigned to "PAAD1000"

- ❑ Request # – Each Request for Payment is required to be consecutively numbered by the grantee.  In the case of administration, each requests should be numbered consecutively for each administrative request for payment completed. .  Ex. – 01 for the first administrative cost request, 02 for the second administrative cost request, etc.

- ❑ Contract # – Number provided by the Division of Administration's Contract Management System.  It will be the same for all projects within a parish.

- ❑ Project # - In the case of administrative costs requests, the project # will be distinguished by your parish's appropriate parish # assigned by OCD followed by "PAAD1000".

- ❑ Invoice # - The invoice # is automatically generated based off of the project # assigned by OCD/DRU and the request # provided by the parish

- ❑ Project Name – This distinguishes different projects of the same project type from each other.  In the case of Administration, the Project Name will generally be "Overall Administration of Grant"

- ❑ Nat'l Objective – While most projects have to be designated as applying to one of the national objectives for CDBG funds, Administrative costs are not designated and this cell will be filled out with "N/A"

### *Part I – Cash on Hand (where applicable)*

- ❑ Does not apply to Administration funds.

### *Part II – Cash Requirements*

Part II of the Request for Payment will provide information on the cash requirements.

LRA/OCD-DRU will enter in the "Current Budget" for Administration.  In general, this budget will be 0.5% of the total parish allocation unless another amount has been approved.

- • Parishes should enter in the previously total requested amount of Administrative costs into the cell next to "Requested Prior"

- • Parishes should enter in the current request for funds for Administration into the cell next to "Current Request".  This is the amount that LRA/OCD-DRU will consider for funds draw down and distribution.

- • The box to the right will designate how much of a remaining balance the parish has regarding administration funds as well as showing what percentage of the administration budget has been requested to date.

### Part III – Project Status

Part III describes in brief the status of the project. This section should include accomplishments achieved since the last request and, if necessary, discussion of any project delays.

After the narrative, in the section that starts with "*Source of other funds*", indicate the amount of other funds drawn and expended on this project. The first row is for the funding source description and the second row is for the dollar amount of other funds. Examples of other fund sources might be FEMA, other state programs, parish funds, private funding, etc.

### Miscellaneous

Sections titled **For DRU Use Only** will be completed by the OCD-DRU/LRA Financial Team.

### Certification

After reviewing the form and verifying that all of the conditions listed in the certification have been complied with, the CEO or person authorized on the Authorized Signature Form should sign and date the form in the space provided.

Once the form is completed, the grantee should mail the original form and the required supporting documentation required to the OCD-DRU/LRA Program Manager. Examples of supporting documentation for administrative costs include vehicle logs, travel logs, time sheets that have been signed by the individual and his/her manager, etc. PDF scans of signed requests for payment and supporting documentation are also acceptable and should be emailed to the appropriate DRU Advisor.

### DRU Advisors

Different type projects have different advisors at OCD/DRU who need to review and approve project fund requests. For administration, that person is –

| Person | Email | Type Project |
|---|---|---|
| Thomas Brennan | Thomas.brennan@la.gov | Administration |

Item can be sent through postal mail at:

Office of Community Development
Disaster Recovery Unit
PO Box 94095
Baton Rouge, LA 70804
Attn: Thomas Brennan